

**Please replace current posting with this one**  
**POSITION DESCRIPTION**

Title:	Housing Maintenance Worker	Posting Date: 02-4-15
Location:	Community Housing	Closing Date: 02-18-15
Salary:	\$10.00 Non Exempt	Pay Grade:2

Negotiable based on experience

Supervised by/Reports to: Housing Main. Mgr. Department: Comm. Housing Division: Tribal Adm.

**General Responsibility:**

The Housing Maintenance Worker is responsible for the operation, inspection, and adjustment of vehicles and equipment for the Division of Community Housing. Will also perform lawn care and snow removal. Clean and prepare vacant apartments for new tenants. Also complete repairs for tenants per work orders.

**Duties:**

1. Shovels snow (roofs, sidewalks, etc.) and plows (driveways) designated areas.
2. Landscaping – including but not limited to mowing, trimming, raking, and removal of waste from lawns/yards for Community Housing sites.
3. The ability to do general cleaning such as bending, squatting, sweeping, carpet cleaning with machine, and floor cleaner, mopping etc. in order to prepare apartments for tenants. .
4. Perform and log preventive maintenance on all Community Housing operated buildings including, but not limited to:
  - A. Electrical repair - light bulb changing, light switch installing
  - B. Furnace maintenance – bleeding systems, starting, trouble shooting, filter changing
  - C. Air conditioner maintenance
  - D. Minor plumbing –, snaking, repairing: sinks, faucets, tubs, washers, etc.
  - E. Building repair - drywall repairs, , painting, door locks, preventive maintenance, cleaning, heat tape roofs, carpentry, concrete slabs, building shelters, repairing roofs, door closures, building ramps, etc.
  - F. Appliance repair – refrigerators, stoves, washers, dryers, etc.
  - G. Inspect Fire extinguisher tags
5. Inspect and report needed building repairs and inform manager of all problems.
6. Prepare vehicle mileage reports for submission to supervisor.
7. Perform preventive maintenance on all Community Housing equipment and vehicles.
  - A. Oil Changes
  - B. Lubricate and grease
  - C. Rotating tires
  - D. Filter changing – oil and air
  - E. Wash, vacuum and clean interiors
8. Complete work orders as assigned.
9. Operate, inspect, and adjust the vehicles/equipment to successfully complete job duties.
  - A. Heavy equipment – forklift, trucks, etc.
  - B. Power and hand tools – air tools, skill saw, sockets, hammer, pliers, etc.
  - C. Personal protective gear.
10. Attend classes and training as assigned by employer.
11. Must maintain an acceptable departmental attendance record.
12. Must be reliable and prompt when reporting to work.
13. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
14. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
15. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.

16. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

**Qualifications:**

1. Must have a High School Diploma or G.E.D.
2. Must be courteous and friendly individual. Must be able to work with the general public in a professional manner. Must be able to work with a variety of people.
3. Must be able to follow verbal and written directions.
4. Must possess working knowledge of operation of a property system, vehicle maintenance, and inventory systems.
5. Must be able to work under stressful situations on daily basis.
6. Must be available to work weekends and holidays, if required. (Examples: snow removal duties, emergencies – furnaces going out, etc.)
7. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
8. Prefer general maintenance experience and/or education.
9. Must be physically able to perform the job and maintain the departmental job performance level.
10. Must be able to lift 70 lbs.
11. Must submit to a background security check to meet the Elder/Youth License Requirement as it pertains to the position prior to and during the course of employment with the Stockbridge-Munsee Community.
12. Must be willing to attend all applicable training.
13. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
14. Must be eligible for coverage under the employer's liability insurance.
15. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
16. Must be able to meet physical requirements of position.
17. Must have a valid driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license within 30 days of employment if applicant has an out-of-state driver's license. Must meet and maintain the eligibility to operate a personal or tribal vehicle under the driver acceptability guidelines as established by Mohican Nation Insurance.
18. Must abide by departmental and organizational safety, testing, and uniform guidelines.

SUBMIT APPLICATION TO: Human Resources  
Stockbridge/Munsee Community  
P.O Box 70  
N8705 Moh He Con Nuck Rd  
Bowler, WI 54416

**WE ARE A DRUG FREE EMPLOYER**  
**CANDIDATES MUST PASS DRUG SCREEN**  
**AND REMAIN DRUG FREE.**

**The Stockbridge/Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Tribal Employment.**

**Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.**

New Position: 07/25/01  
Revised Position:

Tribal Council Approved: 08/13/01  
EDHR Approved: 2-4-15